

SECRET

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC NOTICE  
NO. 10-32-1

SECURITY  
13 November 1962

MAILING ADDRESSES

RECISSION: NPIC NOTICE NO. 10-450-1, dated 19 April 1961

REFERENCE: NPIC NOTICE NO. 10-7-1, dated 13 November 1962

1. As part of the revised policy on classification of NPIC activities set forth in the referenced notice, the following instructions will be observed in the receipt and dispatch of mail to and from the Center. This notice does not apply to codeword or top secret mail which will continue to be handled in accordance with existing procedures. This notice is not intended to set forth all details of mail handling procedures which will be published at a later date in a correspondence handbook.

2. Use of the former official mailing address,

National Photographic Interpretation Center  
Post Office Box 2821  
Washington 13, D.C.

will be discontinued immediately. Activities which have been utilizing this address will review their incoming mail and apprise appropriate persons of their new mailing addresses specified below. The organizational title, "National Photographic Interpretation Center", used alone or in connection with CIA is classified CONFIDENTIAL and should not appear on mail passing through unclassified channels.

3. For mail handling purposes, NPIC will utilize CIA mail channels and procedures. Official unclassified mail emanating from the Center will normally be on CIA letterhead and will bear the return address:

2430 "E" Street, N.W.  
Washington 25, D.C.

No organizational designation other than CIA will be used in connection with this address. Normally, such correspondence will be signed by either Mr. Lundahl,  using the following titles:

Arthur C. Lundahl, Assistant Director

No person or component will use the CIA letterhead without approval of the Office of the Director, NPIC.

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4. Official mail may be sent to individual CIA employees not under cover at the above address.

a. For classified mail which must be registered, double envelopes are to be used. The outer envelope should be addressed as follows:

Central Intelligence Agency  
2430 "E" Street, N.W.  
Washington 25, D.C.

The inner envelope should be addressed to the individual concerned and be stamped with the classification of the material within as follows:

Mr. John Doe  
NPIC

C-L-A-S-S-I-F-I-C-A-T-I-O-N

b. When using the Agency address for incoming unclassified mail, a single envelope is all that is required and should be addressed as follows:

Mr. John Doe  
2430 "E" Street, N.W.  
Washington 25, D.C.

c. Agency personnel are not permitted to use CIA as a mailing address for the receipt and dispatch of personal mail. Conversely, personnel should not use their home address for the receipt of official mail. Personnel under the jurisdiction of the military detachments should not use the CIA mailing address (see paragraph 5).

5. The military detachments will establish and maintain separate mailing addresses with their parent organizations. Daily pickups will be made by couriers at these points for redelivery to NPIC. Unless specifically exempted by the Director, NPIC, all military and civilian personnel under the administrative jurisdiction of the military services, whether assigned to a military detachment or to an NPIC billet, will use the address of their parent military service as their official mailing address. This address will be used for mail dispatched through the U.S. postal service and interagency mail channels.

6. Correspondence on contractual matters will be handled in accordance with the security requirements of the procurement activity concerned. For pre-contract contract matters, an assessment will be made by the Security Branch, Administrative Staff, NPIC, of the degree of security required and the appropriate mailing address to be used will be furnished the individuals. Mailing addresses to be used for classified contracts will be included in the body of the contract, and only these addresses will be used in connection with the contract. Correspondence on unclassified contract matters will use the CIA mail address.

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7. Because of its current widespread use, the [redacted] mailing address will continue to be maintained. This box may be used by CIA and military personnel only when it is determined that no other appropriate mailing address can be used and when nominal concealment of association with this activity is desired. Use of this box for receipt of classified mail will be phased out and other appropriate addresses described above substituted. Mail sent to this box should be addressed to individuals as follows:

25X1

25X1

Mr. John Doe

[redacted]  
P.O. Box 1407  
Washington 13, D.C.

25X1

[redacted]  
Executive Director, NPIC

Distribution: #5